Columbus ServicePoint Agency Administrator

From the Columbus ServicePoint (CSP) Policies and Procedures Manual:

The Agency Administrator is the primary CSP contact at the agency. This person will be responsible for:

- Providing a single point of communication between the end users and the CSB Database Administrator around ServicePoint issues.
- Ensuring the stability of the agency connection to the Internet and ServicePoint, either directly or through communication with other technical professionals.
- Training agency end users and making sure that all users have proper CSP licensing and certification.
- Ensuring the quality of the data entered through routine quality assurance processes and ongoing collaboration with the CSB Database Administrator.
- Providing support for the generation of agency reports.
- Managing agency user licenses.
- Monitoring compliance with standards of client confidentiality and ethical data collection, entry, and retrieval.

Each Connecting Agency will designate a Primary CSP Agency Administrator and a back-up CSP Agency Administrator.

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Print Primary Agency Administrator Name

_____
Print Back-up Agency Administrator Name

are the designated CSP Agency Administrator/Back-up Agency Administrator for:

_____
Print Agency Name

_____
Primary Agency Administrator Signature Date

_____
Back-up Agency Administrator Signature Date

_____
Executive Director Signature Date